



Republic of the Philippines  
 Department of Finance  
**Securities and Exchange Commission**

**ANNEX "C-1"**

**GENERAL INFORMATION SHEET (GIS)**

**REGIONAL OPERATING HEADQUARTERS AND REGIONAL HEADQUARTERS OF MULTINATIONAL COMPANIES**

FOR THE YEAR \_\_\_\_\_

**GENERAL INSTRUCTIONS:**

1. FOR USER CORPORATION: THIS GIS SHOULD BE SUBMITTED:
  - a.) WITHIN THIRTY (30) DAYS AFTER THE ISSUANCE OF THE SEC CERTIFICATE OF REGISTRATION AND LICENSE AND
  - b.) WITHIN THIRTY (30) DAYS FROM THE ANNIVERSARY DATE OF THE ISSUANCE OF THE SEC CERTIFICATE OF REGISTRATION AND LICENSE, **DO NOT LEAVE ANY ITEM BLANK.** WRITE "N.A." IF THE INFORMATION REQUIRED IS NOT APPLICABLE OR "NONE" IF THE INFORMATION IS NON-EXISTENT.
2. THIS GIS SHALL BE ACCOMPLISHED IN ENGLISH AND CERTIFIED AND SWORN TO BY THE CORPORATE SECRETARY OF THE CORPORATION.
3. SUBMIT FOUR (4) COPIES OF THE GIS TO THE CENTRAL RECEIVING SECTION, GROUND FLOOR, SEC BLDG., EDSA, MANDALUYONG CITY. ALL COPIES SHALL UNIFORMLY BE ON A4 OR LETTER-SIZED PAPER WITH A STANDARD COVER PAGE. THE PAGES OF ALL COPIES SHALL USE ONLY ONE SIDE. CORPORATIONS SUBMITTING A COPY OF THEIR GIS ONLINE OR VIA INTERNET SHALL SUBMIT ONE (1) HARD COPY OF THE GIS, TOGETHER WITH A CERTIFICATION UNDER OATH BY ITS CORPORATE SECRETARY THAT THE COPY SUBMITTED ONLINE CONTAINS THE EXACT DATA IN THE HARD COPY.
4. **ONLY THE GIS ACCOMPLISHED IN ACCORDANCE WITH THESE INSTRUCTIONS SHALL BE CONSIDERED AS HAVING**
7. THIS GIS MAY BE USED AS EVIDENCE AGAINST THE MULTINATIONAL COMPANY AND ITS RESPONSIBLE OFFICERS FOR ANY VIOLATION OF EXISTING LAWS, RULES AND REGULATIONS

<input type="checkbox"/> REGIONAL OPERATING HEADQUARTERS		<input type="checkbox"/> REGIONAL HEADQUARTERS	
----- PLEASE PRINT LEGIBLY -----			
<b>NAME OF MULTINATIONAL COMPANY:</b>			
<b>BUSINESS/TRADE NAME:</b>		<b>SEC LICENSE NUMBER:</b>	
<b>DATE OF ISSUANCE OF SEC</b>		<b>CORPORATE TAX IDENTIFICATION NUMBER (TIN):</b>	
<b>COUNTRY WHERE ORGANIZED:</b>		<b>WEBSITE/URL ADDRESS:</b>	
<b>FISCAL YEAR END:</b>			
<b>COMPLETE OFFICE ADDRESS IN THE PHILIPPINES:</b>		<b>TELEPHONE/FAX NUMBER(S):</b>	
<b>OFFICIAL E-MAIL ADDRESS</b>	<b>ALTERNATE E-MAIL ADDRESS</b>	<b>OFFICIAL MOBILE NUMBER</b>	<b>ALTERNATE MOBILE NO.</b>
<b>BUSINESS AS STATED IN THE LICENSE:</b>			
<b>COMPLETE NAME OF THE RESPONSIBLE OFFICER TO WHOM SUMMONS MAY BE SERVED:</b>		<b>TELEPHONE/FAX NUMBER(S):</b>	
<b>INWARD REMITTANCE AS OF THE END OF THE FISCAL YEAR:</b>		<b>AMOUNT</b>	<b>DATE</b>
<b>ASSIGNED CAPITAL (For ROHQ):</b>		<b>ACCUMULATED INCOME/FUND BALANCE BASED ON THE FINANCIAL</b>	